

# How to Complete Your Pledge Form through the CFCNCA

To save campaign costs, use the e-Giving paperless or print and submit form options at [www.cfcnca.org](http://www.cfcnca.org). You can donate through payroll deduction to spread your giving over the year or choose credit/debit card, electronic check, cash or check. If you complete your Pledge Form online, you also must write your Social Security Number on the copy that is submitted to the payroll office for payroll deduction. Check with your Keyworker if your payroll office accepts an alternate identification number.

If using the paper Pledge Form, please follow these steps:

- Print all information FIRMLY using a ballpoint pen because you are making three copies. Refer to the charity code numbers and descriptions in our online charity search or in this catalog. All charities have a five-digit code. Double check the current listing because sometimes charities listed in a prior year are not in the current campaign.
- If your Keyworker has not already done so, please fill in your CFCNCA Reporting Number (1).
- To direct your gift to a specific charity or charities, record the appropriate 5-digit code found next to each charity listing in the Charity Code box (2A). Enter the total amount of each designated gift in the Annual Amount box (2B). You may designate only to organizations listed in the 2012 catalog. Write-ins are prohibited. You also may enter five number ones (11111) to select the International General Designation Option for distribution of your gift to all charities listed in the International section (2C). The distribution will be made in the same proportion as charities receiving designations.
- If you wish to make an undesignated gift, leave the Charity Code blank and fill in the amount of your undesignated gift (3). All funds contributed to the CFCNCA that are not designated to a specific organization or federation will be distributed to all organizations listed in the catalog in the same proportion as the contributions designated to them.
- Enter the full amount of your designations in the Total box (4). Check your math.
- If you wish to make designations to more charities than space allows, you must fill out additional Pledge Forms. Fill out each form completely and mark as "Form 1 of 3" and "Form 2 of 3," etc. On Form 1 ONLY, fill in your Total Annual Contribution (5B). In section A of each Pledge Form, add up the Annual Amount Column and write "Subtotal" at the bottom of the column (4).
- For Civilian payroll giving (26 pay periods/24 for US Senate), check the appropriate box and enter the amount to be deducted each pay period (5A). Multiply that amount by 26 (24 for U.S. Senate) and enter the total amount in the Total Annual Contribution box (5B). This sum should match the amount appearing in the Total Annual Amount box (4). Check your math.
- For Military and House of Representatives payroll giving (12 pay periods), check the appropriate box and enter the amount to be deducted each pay period (5C). Multiply that amount by 12 and enter the total amount in the Total Annual Contribution box (5D). This sum should match the amount appearing in the Annual Amount box (4). Check your math. If you are in the military, mark your Branch of Service (5F) using these abbreviations: USA (Army); USAF (Air Force); USCG (Coast Guard); USMC (Marine Corps); and USN (NAVY).
- For cash or check gifts, check the appropriate box and enter the onetime amount in the Cash or Check line of the Total Annual Contribution box (5E). Make checks payable ONLY to CFCNCA. Checks made payable to individual charities will be returned to the employee. You cannot make a onetime payroll deduction gift.
- The total annual amount (4) must match the total annual contribution (5B).
- If you are making a payroll deduction gift, sign and date the authorization (6) to allow your payroll office to process the deduction.
- If you pledge 1 percent of your yearly gross salary, whether by payroll deduction, cash or check, you qualify for an Eagle Award pin. If you pledge 2 percent of your yearly gross salary, whether by payroll deduction, cash or check, you qualify for a Double Eagle Award pin. Indicate a gift at either of these levels by initialing the line under the appropriate award (7). Your Keyworker will provide you with the pin.
- If your Keyworker has not already done so, fill in your complete name (8).
- Fill in your Federal department or agency and full work address (8A). Enter your Social Security Number or employee ID number for payroll deduction (8B). Fill in your work phone number and work e-mail address (8C). If you are a Department of Defense (DoD) employee, fill in your payroll provider location (8D).
- If you would like your gift acknowledged by all the charities you designate, provide your home address and home e-mail address in Section D (9). If you would like the charities to have a record of the amount of your gift, check the box (9A). If no contact information is provided, your information will not be released and the charity will have your gift listed as from an anonymous donor.

If you need more information, visit [www.cfcnca.org](http://www.cfcnca.org) or e-mail [customersupport@cfcnca.org](mailto:customersupport@cfcnca.org).

You also can call Customer Support at 202-465-7230, Monday through Friday, 9:00 a.m. to 5:00 p.m.

